



JOB DESCRIPTION

JOB TITLE: Weed Control Coordinator

JOB CODE: 3500

DEPARTMENT: Community Services/Weed Control

FLSA STATUS: Non-Exempt

REPORTS TO: Superintendent - Parks

SUMMARY OF JOB PURPOSE

Provides service to abate noxious weeds as a State of Nevada Quarantine Officer; provides service to abate other weeds or undesirable plants; educates the public about weeds and their control options

ESSENTIAL FUNCTIONS

1. Responds to citizen inquiries regarding problem noxious, invasive, or common weeds, aids in the identification, and explains control options; meets with ranchers and agriculture producers to identify, control and abate noxious, invasive or problem weeds on their properties.
2. Develops work schedules to perform the weed control service; identifies better methods through feedback from the user to streamline and improve methods of delivering the service; coordinates with other groups/agencies for maximum effectiveness in control and prevention efforts.
3. Ensures work tasks are performed in a safe manner; monitors safety procedures, conducts safety meetings, checks for safe working practices and effectively communicates these to employees; compiles and makes available Material Safety Data Sheets (MSDS) to all spray applicators.
4. Prepares estimates and makes bills for labor and chemicals provided; assures delivery of optimum service within budget constraints; purchases chemicals and associated hardware to perform weed control service; inputs data from spray orders or chemical sales into computer; generates invoices and mails out for payment.
5. Performs routine maintenance and care of spray and other equipment associated with weed control; maintains records of chemicals used and distributed; keeps records detailing financial aspects of the operation.
6. Enforces noxious weed abatement through the State Quarantine Officer jurisdiction; provides training in the safe use and application of chemicals, and the hazards associated with them; provides noxious weed education.
7. Works closely with bi-state, state, regional, and adjacent weed groups to monitor weed movement, coordinate prevention and control measures, and learn new control strategies. Responds to requests from state and federal agencies to aid in control efforts.
8. Attends meetings and educational opportunities to gain and share knowledge of weeds and new control methods.
9. Helps landowners and managers incorporate Integrated Pest Management principles as new weed control strategies are developed to help them meet their land use goals.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, plus three (3) years working experience in weed abatement.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups, the general public, or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the functions, characteristics, and proper use and care of spray rigs for chemical spray application; proper use of tools and materials used in chemical spray applications. Knowledge of characteristics, modes of action, and proper handling of post- and pre-emergent, restricted, and general use herbicides.

Knowledge of safety regulations and procedures of the County, and in the particular use of chemicals for noxious weed control; established policy, standards and departmental procedures related to noxious weed control; common names, qualities and characteristics of weeds to be controlled, as well as trees, shrubs, grasses and other plants found in the local area. Knowledge of proper procedures and techniques of pesticide and herbicide application; procedures related to noxious weed abatement under authority of State Quarantine Officer powers.

Ability to provide instructions and guidance to other employees and the public engaged in weed control; diagnose problems with noxious or otherwise problem weeds in an agricultural setting, and problems in parks as they impact grounds maintenance, such as tree and turf diseases. Skill in the operation, calibration, maintenance and repair of chemical spray equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Drivers License with an acceptable driving record and the ability to attain a Pesticide Applicators license or Restricted Materials Applicator certificate, granted by the State of Nevada.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands and fingers, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and is frequently exposed to hot, wet and/or humid conditions, as well as toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places, and fumes or airborne particles.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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